U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN

INSTRUCTIONS FOR ANNUAL SASP ADMINISTRATOR REPORT
SEXUAL ASSAULT SERVICES FORMULA GRANT PROGRAM

INTRODUCTION

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including the number of persons served and the number of persons seeking services who could not be served. In addition, the Violence Against Women Act of 1994 requires the Attorney General to provide a detailed report on the use of Sexual Assault Services Formula Grants Program (SASP Program) funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all SASP administrators to complete an Annual Report and all subgrantees to complete an Annual Progress Report. (A SASP Program grant is an award made by OVW to each of the states and territories; a SASP Program subgrantee is a recipient of funds distributed by the states or territories.)

This form is for use by all SASP administrators and must be completed on an annual basis, covering a reporting period from January 1 through December 31. This form must be submitted to OVW within 90 days of the end of the reporting period (March 30).

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292) or send your questions by e-mail to vawamei@maine.edu. Reporting forms, instructions, and other information regarding the reporting process for the SASP Program can be found at vawamei.org. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS
ALL ADMINISTRATORS MUST ANSWER QUESTIONS 1-12.

1. Date of report
   Enter the date on which you submit this form.

2. Current reporting period
   Enter the calendar year for which you are providing information.

3. Grant number
   Enter the federal grant number assigned to the Sexual Assault Services Formula Grant on which you are reporting.

4. SASP administrator name
   Enter the name of the SASP administrator.

5. Agency
   Provide the name of the agency responsible for administering the SASP Program in your state or territory.

6. Address
   Provide the mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the administration of the SASP Program grant.

7. SASP funds awarded to subgrantees and amount of funds returned during the current reporting period
   For the FFY in which the SASP formula grant was made to your state and for which you are reporting, provide the following for the current reporting period (January 1 through December 31): the amount awarded to subgrantees during the current reporting period from that FFY SASP grant and the amount of funds that were returned unused by subgrantees during the current reporting period from that FFY SASP grant. If you made subgrants or had funds returned during the current reporting period from other FFY SASP grants, you will need to complete a separate reporting form for each of the other FFY SASP grants that apply. Do not report on amounts awarded or amounts returned unused during previous reporting periods in this question.

   EXAMPLE: You are completing a SASP Administrator's report for current reporting period/calendar year 2010. During 2010 you awarded $150,000 to SASP subgrantees out of the FFY 2009 SASP grant to your state and you awarded $80,000 to SASP subgrantees out of the FFY 2010 SASP grant; you had $7,500 returned by subgrantees from your FFY 2009 SASP grant. You would report this as follows: on a reporting form for your FFY 2009 SASP grant, enter "$150,000" under Amount of SASP funds awarded to subgrantees and $7,500 under Amount of SASP funds returned unused by subgrantees; on a separate reporting form for your FFY 2010 SASP grant, enter "$80,000" under Amount of SASP funds awarded to subgrantees and "0" under Amount of SASP funds returned unused by subgrantees.

   SASP Adminstrator form for FFY 2009:

FFY OF SASP GRANT AND GRANT NUMBER	AMOUNT OF SASP FUNDS AWARDED TO SUBGRANTEES DURING CURRENT REPORTING PERIOD	AMOUNT OF SASP FUNDS RETURNED UNUSED BY SUBGRANTEES DURING CURRENT REPORTING PERIOD
FFY 2009 XXXX-YYYY	$150,000	$7,500

SASP Adminstrator form for FFY 2010:

FFY OF SASP GRANT AND GRANT NUMBER	AMOUNT OF SASP FUNDS AWARDED TO SUBGRANTEES DURING CURRENT REPORTING PERIOD	AMOUNT OF SASP FUNDS RETURNED UNUSED BY SUBGRANTEES DURING CURRENT REPORTING PERIOD
FFY 2010 XXXX-YYYY	$80,000	$0

8A. Use of SASP funds for administrative costs

If you used SASP funds for administrative costs during the current reporting period, indicate the amounts below, as well as the amounts used for administrative costs from this FFY SASP grant in previous years, if appropriate. The "Amount of SASP grant" will be prepopulated and the "Percentage used for administrative costs" will be automatically calculated. If you used SASP funds from other FFY SASP grants for administrative costs during the current reporting period, you will need to complete a separate reporting form for each of the other FFY SASP grants that apply.

EXAMPLE: You are completing a SASP Administrators report for current reporting period/calendar year 2010. During 2010, you spent $18,000 in SASP funds on administrative costs for personnel, supplies, and utilities related to the SASP Program: $15,000 came from the FFY 2010 SASP grant to your state, and $3,000 came from the FFY 2009 SASP grant. In calendar year 2009, you had used $12,000 in SASP FFY 2009 funds for administrative costs. You would report this as follows: on a reporting form for your FFY 2009 SASP grant, enter "$3,000" under Amount of SASP funds used for administrative costs in current reporting period and "$12,000" under Amount used for administrative costs in previous reporting period; on a reporting form for your FFY 2010 SASP grant, enter "$15,000" under Amount used for administrative costs in current reporting period and "0" under Amount used for administrative costs in previous reporting period.

SASP Adminstrator form for FFY 2009:

FFY OF SASP GRANT AND GRANT NUMBER	AMOUNT OF SASP GRANT FOR FFY	AMOUNT USED FOR ADMINISTRATIVE COSTS IN CURRENT REPORTING PERIOD	AMOUNT USED FOR ADMINISTRATIVE COSTS IN PREVIOUS REPORTING PERIOD	PERCENTAGE USED FOR ADMINISTRATIVE COSTS
FFY 2009-XXXX-YYYY		$3,000	$12,000	

SASP Adminstrator form for FFY 2010:

FFY OF SASP GRANT AND GRANT NUMBER	AMOUNT OF SASP GRANT FOR FFY	AMOUNT USED FOR ADMINISTRATIVE COSTS IN CURRENT REPORTING PERIOD	AMOUNT USED FOR ADMINISTRATIVE COSTS IN PREVIOUS REPORTING PERIOD	PERCENTAGE USED FOR ADMINISTRATIVE COSTS
FFY 2010-XXXX-YYYY		$15,000	$0	

8B. Use of administrative funds

If you reported administrative costs in question 8A, please provide a detailed description of what those costs were and provide the specific amounts for each. Include all personnel costs, overhead, travel costs for subgrantee monitoring, etc.

EXAMPLE: Using the scenario in the Example from question 8A, you would report this as follows: "Supplies: $500; utilities (phone, long distance calls, and electricity): $1,000; personnel: grant administrator, .2 FTE, $10,000 and administrative assistant, .2 FTE, $6,500"

9. Listing of active subgrants
   Provide the following information on all subgrants that were active during the current reporting period: subgrant #; date of award; amount of award; name of subgrantee agency; contact person, address, telephone number; and subgrant period (beginning and ending dates). If you wish, you may use Appendix A as a guide for presenting subgrants awarded during the current reporting period.

   EXAMPLE 1: During the current reporting period (calendar year 2010), you had 18 active SASP subgrants, meaning grants under which activities were engaged in during that year. Of those 18 active subgrants, 7 were awarded in October of 2010 and 11 were awarded in October of 2009. You will provide information for the 7 subgrants that were awarded in October 2010, since 2010 is your current reporting period, and you will also provide information for the 11 awards you subgranted in 2009 that were still active during calendar year 2010.

All SASP Administrators must answer questions 10-12.

Please limit your response to the space provided (8,000 characters) for each question.

10. Report on your state or territory's efforts to recognize and address the needs of underserved populations during the current reporting period.
    Describe your state or territory's efforts to address the needs of underserved populations during the reporting period. *(Underserved populations are those groups underserved because of geographic location [such as rural isolation], race or ethnicity, or special needs [such as language barriers, disabilities, alienage status, or age], and any other population determined to be underserved by the planning process in consultation with the U.S. Attorney General.)*

11. Discuss how SASP funding fits into your efforts and your use of other funding to address the needs of sexual assault victims in your state or territory.
    Describe how SASP funding fits into your efforts and your use of other funding to address the needs of sexual assault victims. *(Consider state funding, funding from other federal agencies such as the Centers for Disease Control and Department of Health and Human Services, as well as any statewide planning documents that address sexual assault, such as your state or territory's implementation plan.)*

12. What do you see as the most significant areas of remaining need in your state or territory, with regard to the safety of sexual assault survivors and accountability for sex offenders?
    What are the most significant areas of remaining need, with regard to increasing victim safety and offender accountability in your state or territory? *(Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your state or territory.)*

Questions 13-15 are optional.
Please limit your response to the space provided (8,000 characters) for each question.

13. What has SASP Program funding allowed your state or territory to do that it could not do without this funding?
    Describe changes that occurred because of SASP funding. Consider expansion of services into new geographical areas; provision of new types of services; increased numbers of victim/survivors served; etc. When possible, provide information comparing the situation before and after SASP Program funds.

EXAMPLE: Since we received SASP Program funding in 2009, our state has been able to expand services to victims/survivors of sexual assault in institutional settings—a state correctional facility for women and a juvenile detention center. It has been a goal of our state's sexual assault coalition and its members to provide expanded sexual assault services to these populations, but until the SASP funding became available they were not able to do so.

14. Provide information regarding SASP-funded model projects and/or promising practices that are examples of what has been accomplished with SASP funding in your state or territory.
Describe and identify the funded projects by subgrantee name and the reasons you believe they are exemplary.

15. Provide any additional information that you would like us to know about your use of SASP funds and/or the effectiveness of that funding.
If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community or statewide collaboration; the removal or reduction of barriers and challenges for victim/survivors; promising practices; positive or negative unintended consequences.